



Administrative Policies and Procedures: 7.3

Subject:	Personal Responsibility for Computer Resources
Authority:	TCA 37-5-105; 37-5-106
Standards:	None
Application:	To All Department of Children's Services Employees Assigned a Computer with the Department of Children's Services

Policy Statement:

All computers that are property of the Department of Children's Services shall be assigned either a function or to an individual. Each employee who is assigned a computer is personally responsible for utilization and care of this State property. It is the responsibility of the employee to insure that any other employee using the computer is notified of the personal responsibility.

Purpose:

To provide guidelines to employees for the use of computer hardware and software.

Procedures:

A. Assignment of computer	The DCS Office of Information Systems will assign computers to each individual employee of the department as outlined in DCS policy <u>7.6, Assignment of Computers and Related Equipment.</u>
B. Security of hardware and software	All State property must be adequately safeguarded at all times and users must be mindful of the threat of fire, theft, and environmental hazards involved in using state property while in their possession.
C. Use of computers and software	<ol style="list-style-type: none">1. Assigned computer hardware or software must <u>only</u> be used by authorized DCS users as defined in DCS policy <u>7.2 Acceptable Use Network Access Rights and Obligations.</u>2. Prior consultation and approval must be made with the DCS Office of Information Systems <u>before</u> peripheral components or software can be installed into or connected to any microcomputer or peripheral device.3. Each section and its internal users shall comply with computer software licensing agreements and federal laws, including copyright and patent laws.

	<ol style="list-style-type: none">4. DCS shall adopt the following practices to control computer software. Department administration shall designate persons who will:<ol style="list-style-type: none">a) Keep and maintain an inventory control listing of all agency-owned computer software, regardless of the software acquisition cost.b) Keep track of all computer software license agreements.c) Provide enough legally purchased copies of computer software to enable all internal users to meet management's expectations and reduce any necessity for computer software piracy.d) Ensure that all data or computer software is removed from the storage media of any computer device before disposition or transfer of equipment, unless computer software and related documentation are included as part of the transfer.e) Carefully research computer software licensing agreements before purchasing computer software.5. The Department of Children's Services will measure compliance with this policy by conducting a periodic audit. DCS staff will conduct these audits as directed by the Commissioner.6. Any employee who is not in compliance with this policy may be subject to disciplinary action.
D. Use of laptop computers	Refer to DCS Policy <u>7.4, Mobile Device Issuance.</u>
E. Use of the Internet	Refer to DCS Policy <u>7.2 Acceptable Use Network Access Rights and Obligations.</u>
F. Use of electronic mail (e-mail)	Refer to DCS Policy <u>7.2 Acceptable Use Network Access Rights and Obligations.</u>
G. Computer viruses	<ol style="list-style-type: none">1. It is the responsibility of any person accessing the Department's computer environment to ensure that correct and consistent security procedures are followed in order to avoid the accidental introduction of a computer virus into the system.2. All equipment and software within the Department's computer environment will execute a virus scan product approved by the Office of Information Resources.3. Each infestation will be reported to the DCS Office of Information Systems. The following information will be collected and reported in order to properly track and eradicate each occurrence:<ol style="list-style-type: none">a) Virus Name or Typeb) Location of the virusc) Source of virus (received via email, diskette)

	d) Potential recipients of infected material e) Steps taken to disinfect.
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Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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Glossary:	
Term	Definition
Computer Virus:	A software program capable of reproducing itself and usually capable of causing great harm to files or other programs on the same computer.